



Early Education Funding and Charges Policy

Date policy next reviewed:

January 2027

Signed by:

Charlotte Hopkins

Headteacher

Date: January 2026

Chair of governors

Date:

Early Education Funding and Charges Policy

Statement of Commitment

Quinton Primary School and Nursery is committed to delivering funded early education in accordance with current statutory guidance and local authority requirements.

We ensure that all funded early education entitlements are provided completely free at the point of delivery. We are transparent in our communication with parents and carers regarding funded provision and any additional charges. No child will be disadvantaged if families choose not to purchase additional services.

Children accessing funded early education will receive the same quality of provision, care and learning opportunities regardless of whether parents choose to purchase additional services or chargeable extras. No child will be excluded from any aspect of the Early Years Foundation Stage curriculum because parents choose not to pay for optional charges.

Responding to Parental Enquiries About Charges

We will:

- Clearly explain which elements of provision are funded and free of charge.
- Clearly identify any additional optional services and associated costs.
- Ensure all communication is accurate and does not mislead parents regarding funded entitlements.
- Ensure children can access their full funded entitlement without purchasing additional services.
- Provide itemised invoices that clearly distinguish between funded hours, additional childcare sessions and any optional charges.

Funded Early Education Entitlement

Quinton Primary School and Nursery offers places for children from the age of three.

All 3 and 4-year-old children are entitled to 15 hours of funded early education per week during term time.

Eligible working families may be entitled to an additional 15 hours of funded childcare, providing up to 30 funded hours per week. Families wishing to access the additional funded hours must provide the nursery with a valid 11-digit eligibility code. Parents are responsible for reconfirming their eligibility with HMRC as required.

Further information and eligibility criteria can be found at:

www.childcarechoices.gov.uk

Children accessing only their funded entitlement will not be charged for childcare. Charges apply only where parents choose to purchase childcare hours in addition to their child's funded allocation.

Nursery Sessions

The following sessions are available:

- 9:00am – 12:00pm
- 9:00am – 1:00pm
- 9:00am – 3:10pm

Session allocations are agreed with parents and are subject to availability.

Optional Additional Charges

The following charges apply only to childcare hours that exceed a child's funded entitlement or to optional services selected by parents:

- Additional lunchtime childcare session (12:00pm–1:00pm): £4.00 per day
- Additional 3-hour morning or afternoon childcare session: £15.00 per session
- Hot school dinner: £2.90 per day (subject to change)

The lunchtime childcare session charge applies only where the 12:00pm–1:00pm hour falls outside a child's funded entitlement and parents choose to purchase additional childcare.

These charges are entirely optional and are not required in order for a child to access their funded hours.

Parents who do not wish to purchase chargeable extras will still be able to access their funded entitlement. Where appropriate, reasonable

alternatives will be discussed with families to ensure access to funded provision.

Registration and Funding Claims

Parents are required to complete and sign a parental declaration form confirming:

- Their child's funded hours allocation.
- Any eligibility codes where applicable.
- Any additional services they wish to purchase.

When registering for a nursery place, parents must provide their child's original birth certificate or passport as proof of age. Funding claims cannot be processed until this documentation has been verified.

Parents must confirm their childcare arrangements before the start of each term. Attendance patterns should remain the same throughout the term and may only be amended before the start of a new term.

Booking and Changing Sessions

Children's attendance patterns should remain consistent throughout the term to support continuity of learning and staffing arrangements.

Changes to sessions may be requested before the start of a new term and will be accommodated where availability allows.

Parents will be required to review and re-sign their funding declaration and confirm attendance arrangements at the beginning of each new term.

Payment Terms

Invoices are issued on a half-termly basis and are sent during the first week of each half term.

Invoices will clearly identify:

- Funded childcare hours.
- Additional paid childcare sessions.
- School meal charges.
- Any other optional services.

Payment is due within 14 days of receipt of the invoice.

Where payment for additional sessions remains outstanding, Quinton Primary School and Nursery reserves the right to withdraw childcare provision above the universal 15 funded hours entitlement. A child's access to their funded entitlement will not be affected by non-payment of optional charges.

Equality and Inclusion

All children are entitled to access their funded early education free of charge.

Quinton Primary School and Nursery is committed to ensuring equality of access for all families. Children whose parents choose not to purchase additional services will continue to receive the same quality of care, education and learning experiences as all other children.

Complaints

If parents have any questions or concerns regarding funded childcare, fees or charges, they should initially speak to the Nursery Manager.

If concerns remain unresolved, parents may contact Birmingham Local Authority's Early Years Funding Team for further advice regarding funded childcare entitlements.

Policy Review

This policy will be reviewed annually or sooner if there are changes to statutory guidance, local authority requirements or nursery charging arrangements.